



# Notes from the Director

No. 37

8 January 1979

## JOHN F. BLAKE RETIRES

John F. (Jack) Blake, Deputy Director for Administration, has announced that he will retire on 12 January 1979.

The Agency and its predecessor organizations have enjoyed 35 years of Mr. Blake's outstanding service in a wide variety of key positions, including several months as Acting Deputy Director of Central Intelligence. Following service in World War II as an army officer in the Office of Strategic Services, he became a "founder member" of CIA when it was formed in 1947 and has since become the senior ranking career officer of the Agency.

Mr. Blake was recently selected as one of this year's recipients of the National Civil Service League Career Service Award, given annually to ten public servants for sustained excellence in government management. In nominating him for this award I described him as the glue which held the Agency together during difficult times. I know of no more succinct way to characterize the essential role he has played here for so long. Mr. Blake is one of a very few career CIA officers who has served in senior positions in each of the Agency's major components and in both domestic and overseas locations; always with distinction. In addition to this latest honor, he has twice been awarded the CIA Distinguished Intelligence Medal.

I know you all join me in expressing sincere appreciation to Jack Blake for the countless contributions he has made to the Agency. He is an inspiration to us all. Jack, we are sorry to see you go but wish you many more years of happiness and good health in a retirement so richly deserved.

## "SANTA CLAUS RETIRES"

I can't let the holiday season pass without recognizing our Agency "Santa Claus" who is retiring after 27 years of Agency service and eight years as our "Santa Claus."

We can all be proud of our eight-year record of gifts to the needy:

- 10,090+ pounds of food
- \$2,932.60+ cash
- 6,907+ new toys
- 7,725+ old toys
- 13,355+ pounds of used clothing

Through our efforts—and especially those of our “Santa Claus”—we have celebrated the true spirit of Christmas. If there ever was any question about “one man making a difference,” we need only ask the grateful recipients of our gifts and recognize that it all began with one employee and his single efforts.

“Santa Claus,” we salute you and thank you (but not by true name for reasons of cover). Our thanks to all your helpers and to those who have agreed to carry on what you started. We all are blessed by your efforts.

Our “Santa Claus” may be retiring, but his spirit lives!

## HELPING THE VISUALLY HANDICAPPED

I wish to share with you my pleasure at the breakthrough we have achieved in our recent hiring of visually handicapped analysts. All of us in the Agency are committed to providing a productive environment for these fine young citizens who have so much to offer to the profession of government service.

The Agency has a unique opportunity to set a high standard in utilizing the talents of the visually handicapped. It is new ground for all of us and we recognize that we are still in the learning phase of this happy experiment. It occurs to me that some of you may have special experience with the visually handicapped that might help us toward our goal of facilitating the most fruitful professional development of these new careerists. If you have any suggestions to offer, please call

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## COMMUNICATIONS

I have made a special effort to improve and increase communications up and down our chain of command. My meetings with various groups of employees confirm that we've had some success. I hope we can continue to improve the flow.

A recent incident suggests there can be chilling effects on the freedom and completeness of that flow, however. An anonymous letter reported to me that Agency managers had briefed a group I was to meet on what they should and should *not* discuss at our meeting. This certainly violates the spirit of our efforts to improve communications. An investigation established that there had been no deliberate attempt to conceal facts from me, but the possible seriousness of this situation makes me want to mention it to you.

Issues and problems must be discussed openly and candidly between and among all levels of the Agency to assure that they are clearly defined and are brought to the attention of our managers. Employees are expected to bring problems to the attention of their supervisors, and every supervisor needs to solicit such information in order to make proper decisions. Only in this way can we maintain and improve on the high standards of our Agency.

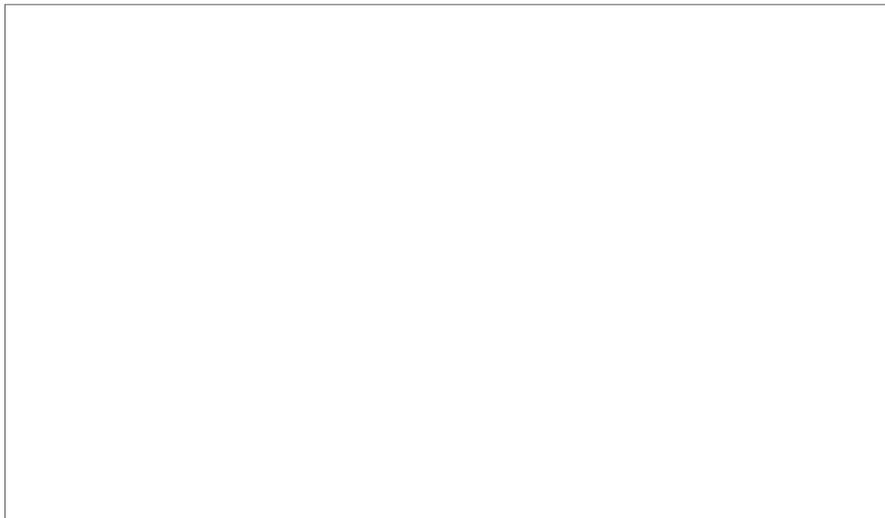
## SECURITY

I regret that I find it necessary to continue to harp on this subject. There is probably no single ingredient to intelligence that is more vital. In recent weeks, I have been required to discipline two employees of the Agency who took classified material out of our buildings to their homes or other unauthorized places. One individual was suspended without pay, equivalent to a loss in excess of \$3,000, and was put on probation for one year; the other had already been disciplined, but was also put on probation for one year.

In both of these instances, the purpose behind the violation was to accomplish work during off-duty hours. As commendable as this motive is, we cannot tolerate the risks that this practice presents to us. Let me emphasize that the risk involves not only that of physical compromise but, in addition, the risk of developing a general laxity toward security procedures. It is difficult for individuals to be serious about control procedures when they see their colleagues taking sensitive documents to insecure places. I must emphasize that such blatant disregard for sound security principles is simply not acceptable. Future violators can expect to be severely disciplined.

### **PRESIDENTIAL RECOGNITION LETTERS**

A little over a year ago the President announced his desire to give personal recognition to outstanding achievers in the Federal Government's Incentive Awards Program. I am proud to announce that 11 Agency employees have received Presidential Letters of Commendation during 1978 for their suggestions to CIA's Suggestion and Achievement Awards System. Heartiest congratulations to the following winners:



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**STANSFIELD TURNER**  
Director